

REQUISITION

1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT EHUDGENS/9199660642					PROCUREMENT REQUEST NO. PR-ORD-13-02852	
					REQUISITION DATE 09/17/2013	
3. ORIGINATING OFFICE DATA ORD/NHEERL/EPHD					2. TYPE OF REQUEST (Check one) A. <input checked="" type="checkbox"/> NEW REQUEST	
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.) Rosemarie Bowler, Ph.D., San Francisco State University, Office of Research & Sponsored Programs Alison Sanders 4153387094					B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____	
					C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____	
5. APPROVALS						
APPROVING OFFICIALS (A)		ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING		
				INITIALS (D)	ROUTING SYMBOL (E)	
(1) AUTHORIZED REQUISITIONER						
Edward Hudgens		ORD/NHEERL/EPHD	09/18/2013			
(2)						
Financial Interface		COTS	09/19/2013			
(3)						
Christine Searles		RD/OARS/BE	09/19/2013			
(4)						
Wayne Cascio		ORD/NHEERL	09/18/2013			
6. CONSIGNEE AND DESTINATION ORD/NHEERL/EPHD US Environmental Protection Agency 104 Mason Farm Road Chapel Hill NC 27514						
7. DATE(S) REQUIRED 10/14/2015						
8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "yes," see par. 8 of instructions on next page.)						
9. DESCRIPTION OF ITEMS OR SERVICES						
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST		
				UNIT (E)	AMOUNT (F)	
0001	Need Date: 01/01/2014 Brand Name: N Rec Proc Method: EXISTING CONTRACT BFY: 13 EFY: 14 Fund: C Budget Org: 26XR000 Program (PRC): 301FK8 Budget (BOC): 2532 Cost: 26A5C DCN - Line ID: 1326XRE085-001 FOB: Destination Region V RARE Project: Analysis of Data from Health Study of Manganese Exposure in East Liverpool, Ohio Analyze Data from Health Study for Airborne Manganese Health Effects in East Liverpool, Ohio. This funds Option Year 1 of Contract EP-13-D-000146.				43,885.00	
	TOTAL ESTIMATED COST \$43,885.00					
10. ACCOUNTING DATA Accounting Info : 13-14-C-26XR000-301FK8-2532-26A5C-1326XRE085-001						

INSTRUCTIONS FOR PREPARATION OF PROCUREMENT REQUEST (PR)

- GENERAL** - Leave upper right hand corner blank. These spaces are for procurement office use. Complete all applicable blanks.
NAME, PHONE NUMBER AND ROUTING SYMBOL
of person to contact concerning this request.
- ITEM 1** - justification should be attached to the PR. The justification should state why expedited handling is necessary and the probable results if the indicated delivery date(s) is not met.
- ITEM 2** - TYPE OF REQUEST
A. Check "New Request" if this is an initial request.

B. If this is a change to a pending PR, check and enter PR number assigned by procurement office.

C. If PR is for modifying an existing order or contract, check box, and enter order or contract number assigned by procurement office.
- ITEM 3** - ORIGINATING OFFICE DATA. Enter any internal data needed by the office preparing the PR, such as internal PR number, project or task number etc.
- ITEM 4** - ADDITIONAL INFORMATION. Use this space to indicate suggested sources of supply, any applicable security classification, or for other instructions or data.

If the items or services are proposed to be obtained from only one source of supply, furnish a "sole source" justification with the PR.
- ITEM 5** - APPROVALS.
COL.A_APPROVING OFFICIALS. Enter typed name and title for approving officials as indicated below:

(1) Authorized Requisitioner. Signature of person authorized to approve request for procurement action.

(2) - (4) For use as may be required by local instructions.

COL.B_ROUTING SYMBOL. Self-explanatory
COL.C_DATE. Give date of approval.
COL.D AND COL.E_INTERNAL ROUTING. Use these blocks only if internal review and intermediate approvals are required by approving officials.
- ITEM 6** - CONSIGNEE AND DESTINATION Enter the name of the consignee and address location where requested items are to be delivered or services are to be performed.

If shipments are to be made to more than one destination, enter words "Multiple Destinations" in this block, and attach a list of the consignee address where shipments are to be made.
- ITEM 7** - DATE(S) REQUIRED. Enter the date(s) that re-requested items are required. Do not use "as soon as possible" or similar terms. When the requested items and/or services are required sooner than the normal procurement lead-time would permit, a written
- ITEM 8** - GOVERNMENT FURNISHED PROPERTY. If "Yes" is checked, describe each item to be furnished by the Government and state its acquisition cost (estimated if unattainable), and state the use to be made of the item(s) by the contractor.
- ITEM 9** - DESCRIPTION OF ITEMS OR SERVICES

COL.A__ITEM NO. Enter item numbers in numerical sequence.

COL.B__ITEM OR SERVICE. Identify applicable specifications, drawings, and purchase descriptions, and attach a copy of each. Provide Federal Stock Numbers if known and manufacturer's part number, if applicable.

If a brand name or equal product, state the commercial brand name and model, and set forth those characteristics essential to Government needs.

Furnish any special shipping and routing instructions, and any preservation, packaging, packing, and marking instructions.

Furnish any other instructions, such as inspection and testing requirements

COL.C_QUANTITY. Enter the quantity of each item requested.

COL.D_UNIT. The measure such as "each", or "set"

COL.E_ESTIMATED UNIT COST. Use the most current price available, i.e., the reasonable "going market price," as may be obtainable from commercial catalogs, price lists, bulletins, reports, trade journals and the like.

If the requested item or service has been previously procured, and no other more current pricing data is available, use last known purchase price.

COL.F_ESTIMATED TOTAL COST. Enter the total estimated cost for each item and grand total cost for all items.
- ITEM 10** - ACCOUNTING DATA. Enter the appropriations(s) under which funds have been made available, and any other accounting data required.